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MINUTES

**Logistics Office Training Coordinator Meeting No. 53-5
1400 hours 31 August 1953**

Attending:

Supply Division
, Transportation Division
Procurement Division
Coordination and Requirements Staff
Real Estate and Construction Division
Logistics Office Training Officer

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2. Attendance at Industrial Colleges of the Armed Forces and Strategic Intelligence Schools. The Training Officer indicated that a number of Logistics Office personnel whose names have not been included in the list of persons eligible to attend these courses had indicated an interest in being placed on this list. The minimum qualifications for attendance at these lectures were reviewed, and the Training Officer requested that Coordinators provide him with a supplementary list as soon as possible.

3. Basic Intelligence Course. Training Coordinators were reminded that training requests for attendance at the Administrative Support Course beginning 8 September could be received up until noon of 2 September. Up to the present, ten Logistics Office personnel have been scheduled for this course, which is an additional course set up primarily to meet the large number of requests for this training received by the Office of Training from the Logistics Office. At this point a discussion was held in regard to the hardship caused to some offices by the number of people engaging in various training programs. It was felt that the coming of Fall with the subsequent decrease in vacations would alleviate this problem to some extent; however, the need of planning training programs well in advance in order to avoid such hardships will continue to be a necessity. Striking

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Date: 19 OCT 1978
By: 016

a balance between training activities and work activities will require continual evaluation of participation of Logistics personnel in various training activities.

4. Human Resources Training Program. Training Coordinators were asked to identify supervisory level personnel within their Divisions who have not yet taken the Human Resources Training Course who should be scheduled for this training. An informal canvass taken at the meeting indicated that with the exception of Transportation Division, most of the eligible supervisors will have taken the course by the time the fifth training program, scheduled to begin 9 September, has been completed. Scheduling of a sixth course in this series will depend upon the number of requests received within the next week by the area coordinators. In general a minimum of fifteen persons is desirable.

5. Agency Orientation Course. The Training Officer called to the attention of the Coordinators a memorandum from Chief, Transportation Division, requesting an increase in the quota of Transportation Division personnel to attend future Agency orientation courses. This memorandum called attention to the fact that more than twenty-five Transportation Division personnel GS-5 level and above have not yet been scheduled for this course. In order to obtain a more complete picture, the Training Officer asked the Training Coordinators to make a canvass of personnel in the various Divisions who have not yet attended this course before the next Coordinators meeting. This will enable us to make a fairer estimate of what our total quota should be and how it should be allocated to the various Divisions.

6. Dissemination of Information and Problems Relating to Training Activities Within the Divisions. It was suggested by some of the Training Coordinators that in order to facilitate the dissemination of information problems relating to training within the Divisions, the Coordinators should be invited to attend the Division/Staff meetings for the purpose of presenting such information. The Training Officer agreed to take up this matter with the Acting Chief, Administrative Staff, Logistics Office to make appropriate recommendations.


7. Individual Indoctrination Programs. The number of persons who have been engaged in individual indoctrination programs in the past month has made it necessary for Training Coordinators, Division Chiefs, and others involved in this type of training activity to devote a considerable portion of their time to these individuals, most of whom have been training individually rather than in groups. Attempts have been made wherever possible to schedule such training programs in small groups; however, the fact that in many cases very short notice has been given by the Divisions sending these trainees to the Logistics Office, and in some cases these persons are scheduled to depart for overseas assignments in a relatively short time, group scheduling has been possible. It was noted that a group of four

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persons -- two from FE, one from EE, and one from C&R Staff, Logistics Office, were engaging simultaneously in a program during the current week. It was agreed, that in general, a group of more than three people traveling together to the various branches and Divisions, is not practical because of space limitations.


Logistics Officer Training Officer

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- 3 -